

NAVFACINST 5218.3
FAC 915
11 June 1996

NAVFAC INSTRUCTION 5218.3

From: Commander, Naval Facilities Engineering Command

Subj: OFFICIAL MAIL MANAGEMENT PROCEDURES

Ref: (a) OPNAVINST 5218.7A, Ch. 1
(b) OPNAVNOTE 5218
(c) OPNAVINST 5510.1H

Encl: (1) NAVFAC Guide to Cost Effective Mailing of Official Mail
(2) NAVFAC memo of 10 Jun 96, subject: Use of Express Mail Service

1. Purpose. To publish information and procedures on the handling and processing of official mail within Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) in compliance with references (a), (b) and (c).
2. Cancellation. NAVFACINST 5218.2 is hereby cancelled in its entirety.
3. Definition. Official mail is any letter, publication or parcel relating exclusively to the business of the U.S. Government that is mailed using the meter or official mail stamps, or mail received from a civilian source pertaining to official U.S. Government business. Only those items that are mailable under postal laws may be sent as official mail.
4. Action. All Headquarters personnel shall familiarize themselves with enclosures (1) and (2) and comply with the policy, procedures and requirements set forth in this instruction.

B. F. MURPHY, JR.
Comptroller

Distribution:
NAVFAC Internal List 1

10 June 1996

MEMORANDUM

From: Director, Administrative Services Division (915)

Subj: USE OF EXPRESS MAIL SERVICE

Encl: (1) Express Mail Procedures (w/Form Letter)
(2) Map of Federal Express Service Centers and List of Local Area Service
Centers and Drop Box Locations

1. Occasionally, situations arise which require the use of overnight express mail service. When this occurs, you can be assured that the mailroom is committed to the timely processing of your request. However, as the use of express mail requires the obligation of government funds, everyone must ensure that there is a procurement document prior to commitment. This fiscal requirement is met only when the express mail shipping ticket is completed and the action is recorded in the mailroom's procurement log.
2. The Command has experienced some problems centering around the use of express mail. This has usually occurred when the documents to be sent are not available until some time after 1500. To help our customers better understand express mail procedures, we have developed enclosure (1), a single sheet express mail procedures guide. For your convenience, the form letter request is printed on the back. Additionally, enclosure (2) provides pertinent information on Federal Express Service Centers and drop boxes. This should be of help when you have an "after hours" shipment.
3. We encourage you to give the enclosures wide dissemination so all potential customers can become more familiar and comfortable with what is required. If you should have any questions, please contact a mailroom staff member on 325-8505.

ROGER L. WILLIAMS

Distribution:
NAVFAC Internal List 1

ENCLOSURE (2)

Date _____

From: _____

To: Code 9153, Communications Branch

Subj: REQUEST FOR EXPRESS SHIPMENT

Ref: NAVFACINST 5218.3

1. It is requested that the following material be shipped by express mail:

Material Description: _____

Consignee: _____

Full Address _____

(no P. O. Box) _____

Phone number _____

2. Justification:

a. Nature of emergency _____

b. Impact of mission if not delivered within 24 hours _____

3. Action/steps have been taken to ensure future shipments of this type are planned in a timely and cost efficient manner. This is a one time only occurrence.

To be signed by a Division Director or Resource
Manager

EXPRESS MAIL PROCEDURES

READY BEFORE 1500. For express mail shipments that can be processed during the normal work day, simply complete the "Request for Express Shipment" form letter on the back. **Hand carry this form letter and the material to be expressed to the mailroom before 1500.** Mailroom personnel will handle it from there, ensuring that your urgent documents are forwarded to Federal Express (our current carrier) in time to meet the next-day delivery requirements.

WHEN YOU KNOW YOU NEED IT, BUT MATERIAL WILL NOT BE READY UNTIL AFTER 1500. Complete the "Request for Express Mail" form letter on the back. **Hand carry only this form letter to the mailroom before 1600.** Based on the information provided in the form letter, a mailroom employee will fill out the shipping ticket and enter the commitment in the procurement log. He/She will provide you with instructions, a shipping ticket and a Federal Express envelope. When your material is ready, you can then drop it off at any Federal Express Service Center or drop box.

MAP OF FEDERAL EXPRESS SERVICE CENTERS. A map of local area Federal Express Service Centers and a list of their drop box locations have been disseminated. Copies are also available in the mailroom.

NAVFAC CODES 11 AND 92. Because of the legal nature of their business, Codes 11 and 92 have been granted blanket authority to use overnight express mail service, when necessary, without using the form letter. However, the necessary shipping information is required and should be submitted either by handwritten or typed memo. The memo should include the sender's name and code, addressee's name, address (no P. O. boxes, please), telephone number, estimated weight of package, and the requesting official's signature. All other procedures stated above still apply.

EXPRESS MAIL SENT C.O.D. TO NAVFAC. Remember that mail sent from another location to NAVFAC and billable to NAVFAC also needs a prior commitment. If you are going on a trip and you know that documents will be expressed back, please consult the Mailroom Supervisor for assistance.

RESTRICTIONS. Transportation regulations also cover express mail shipments. Shipments exceeding \$250.00 in cost to the Navy cannot be made without written justification supporting the cost effectiveness of this expensive means of transportation. Also, no shipments can be split to keep a requirement under \$250.00. These procedures are necessary for audit purposes.

ENCLOSURE (1)

STAFFED FEDERAL EXPRESS

DROP OFF LOCATIONS

IN THE ALEXANDRIA, VIRGINIA AREA

1500 BELLE VIEW BOULEVARD
DRIVE-IN-CENTER

3:30 PM - 7:30 PM (MON-FRI)

1200 NORTH FAYETTE STREET
9:00 AM - 8:30 PM (MON-FRI)

1199 NORTH FAIRFAX STREET
10:00 AM - 8:00 PM (MON-FRI)

112 SOUTH ALFRED STREET
9:00 AM - 8:00 PM (MON-FRI)

Note: For information about drop off locations (including hours of operation) in the following Northern Virginia areas, contact the mailroom supervisor.

Arlington	McLean
Chantilly	Reston
Fairfax	Springfield
Manassas	Vienna

FEDERAL EXPRESS

DROP BOXES

2900 EISENHOWER AVENUE
BOX PICK-UP - STREET LOCATION
7:00 PM (MON-FRI)

4711 EISENHOWER AVENUE
BOX PICK-UP - STREET LOCATION
7:00 PM (MON-FRI)

4660 KENMORE AVENUE
BOX PICK-UP LOCATED IN MAIL ROOM LEVEL A
6:00 PM (MON-FRI)

50 SOUTH PICKETT STREET
BOX PICK-UP LOCATED INSIDE BLDG IN ALCOVE BY ELEVATOR
6:30 PM (MON-FRI)

5999 STEVENSON STREET
BOX PICK-UP LOCATED IN LOBBY OF BLDG
5:30 PM (MON-FRI)

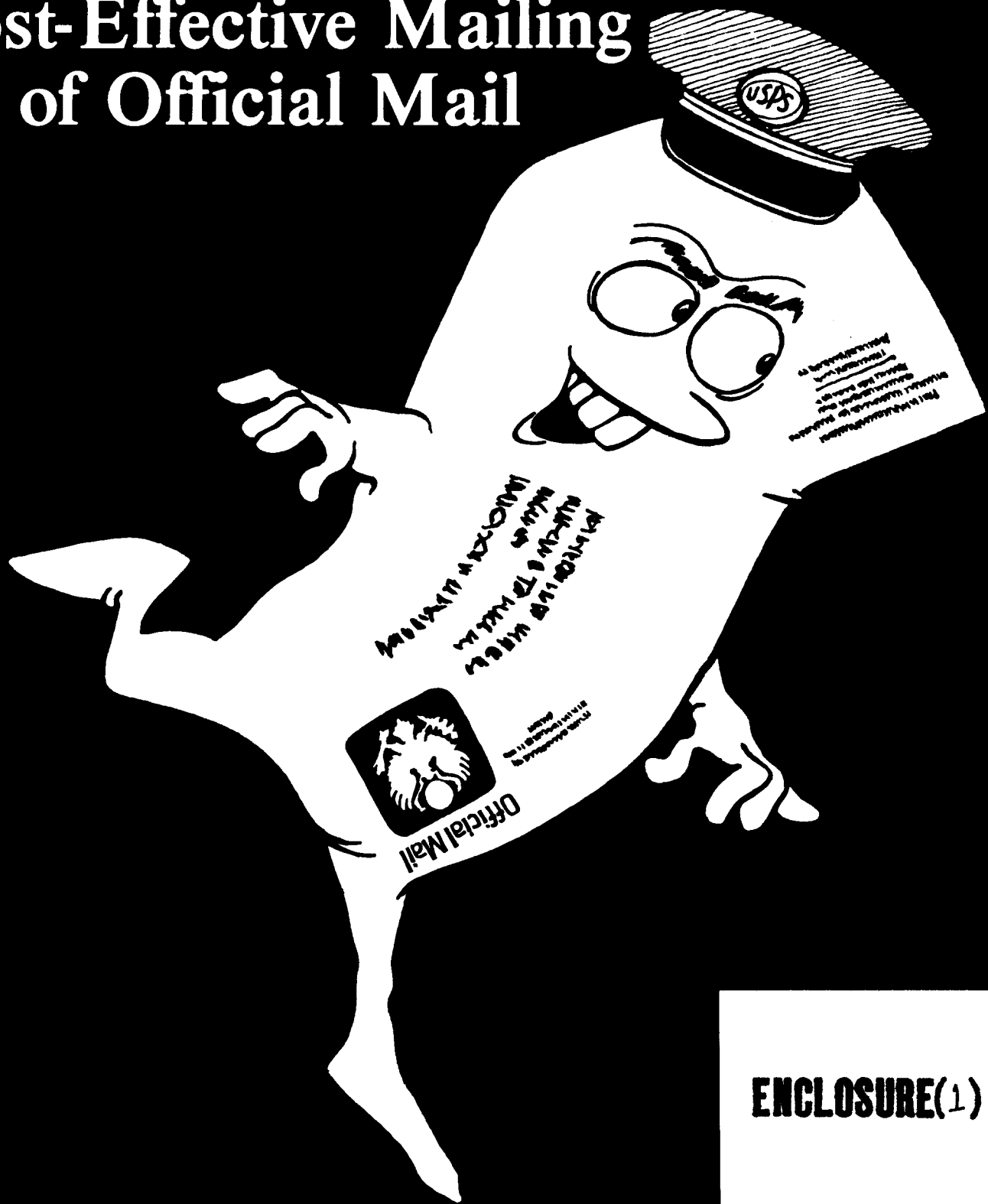
Encl (2)

For a listing of staffed locations, see this year's NEW READING GUIDE.

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Guide to Cost-Effective Mailing of Official Mail



ENCLOSURE(1)

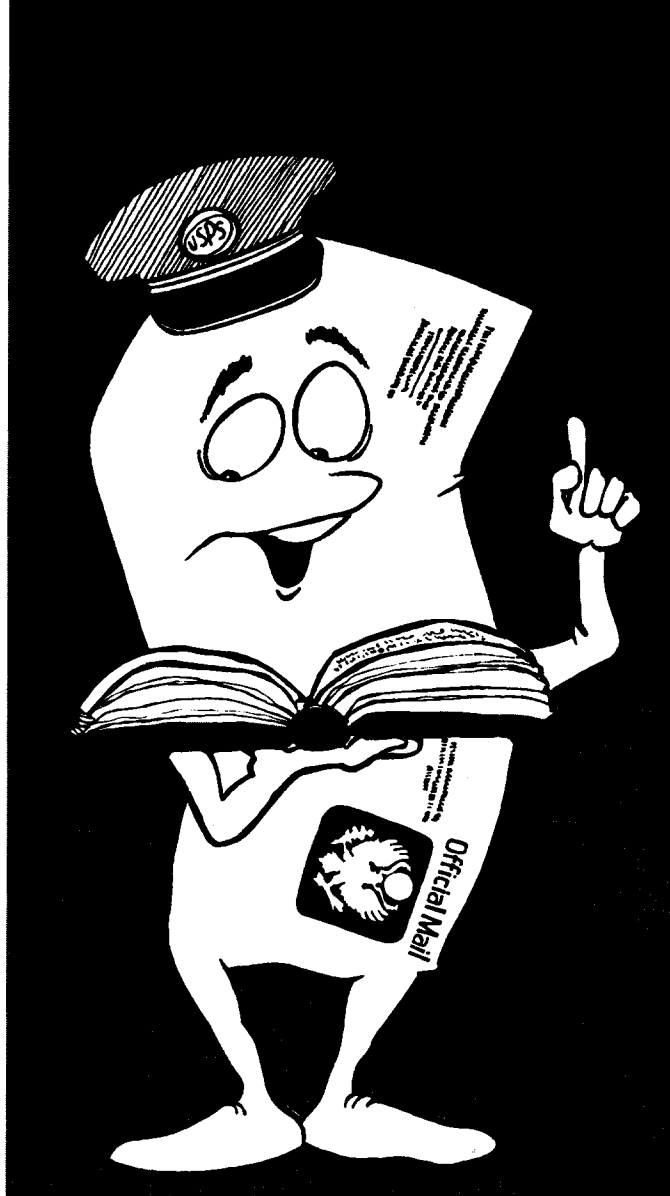
Headquarters, Naval Facilities Engineering Command

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April 1992





Purpose

To set forth official cost effective employee mailing procedures and guidelines pertaining to unclassified mail. The objective of these guidelines is to control NAVFAC Headquarters official mailcosts through proper and cost effective use of the United States Postal Service and the Navy Interagency Mailing within the Washington metropolitan area.

Definition

Official mail is any letter, publication or parcel relating exclusively to the business of the U. S. Government that is mailed at a cost to the government using an "Official Mail" mailing permit, official postage meter or "Official Mail" stamp. Only those items that are mailable under postal laws may be sent as official mail. Only official business items of the U. S. Government are authorized to be sent as official mail. Mail will move at the lowest postage and fee cost to meet security and accountability requirements.

Express Mail

It is the fastest and most costly. It should be used only to prevent mission failure or financial loss.

Classes OF MAIL

First-Class Mail

This class of mail is sealed against inspection and covered by the Privacy Express Statutes. It is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account and all matter wholly or partially in writing or typewriting. It must weigh 11 ounces or less. If over 11 ounces, it must be marked "PRIORITY".



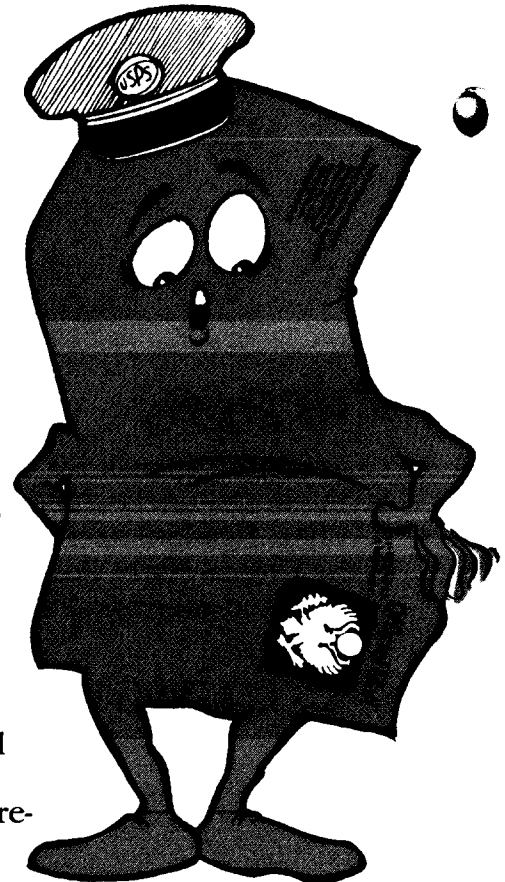
Priority Mail

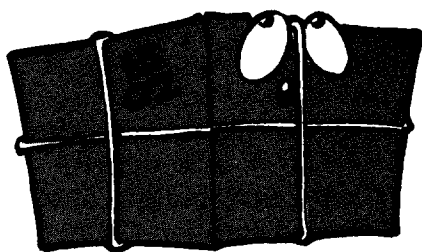
Any First-Class Mail weighing over 11 ounces but less than 70 pounds. It must be marked "PRIORITY".

Second-Class Mail

This class of mail is for magazines, printed periodical publications (including newspapers) and requestor publications which are issued at a regular or stated frequency of no less than four times per year.

A special permit must be obtained from the U. S. Postal Service for each second-class mailing.



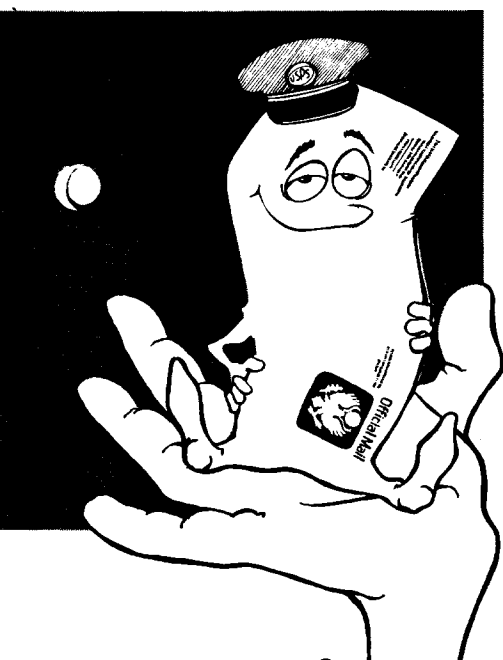


Third-Class Mail

This is for printed matter and parcels under 1 pound, and it offers special bulk rates for larger mailings (at least 200 pieces or 50 pounds). It is for mail that is not required to be mailed as First-Class or second-class.

Fourth-Class Mail

For parcels that weigh 16 ounces or more, uses surface transportation, and is not required to be mailed as First-Class or second-class. It is also called "Parcel Post" for packages weighing 1 to 70 pounds.



Registered Mail

It provides added protection, and should be used only if required by law or a directive. It is slow, expensive and for use only with First-Class or Priority Mail. A return receipt may be requested.

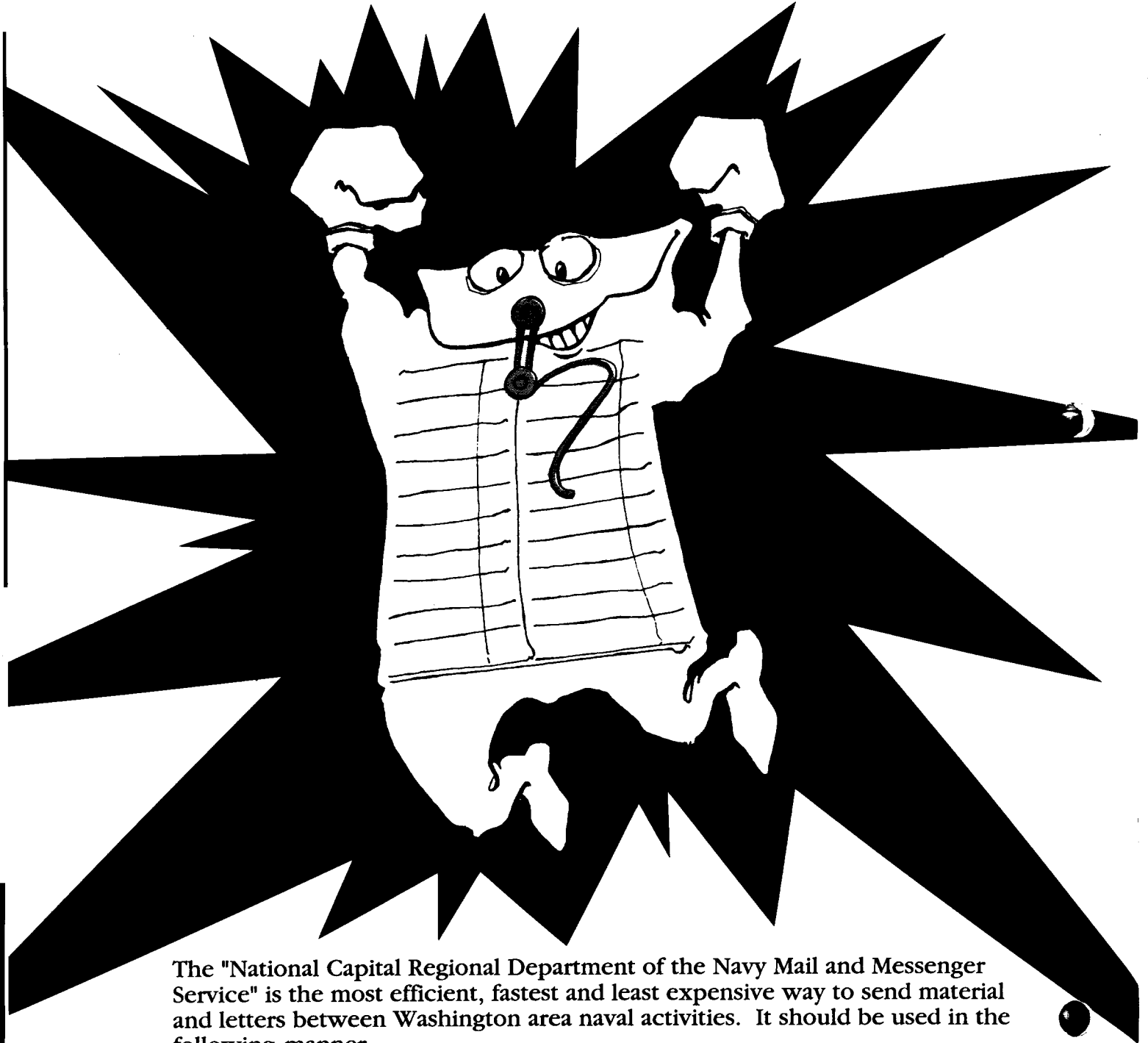
Special Services

Certified Mail

It provides a receipt to the sender and a record of delivery at its destination. For use only with First-Class or Priority Mail. A return receipt may be requested.

Mailing Guidelines

All mail addressed to CHESDIV should utilize the pickup and delivery service between NAVFAC Headquarters and CHESDIV. The CHESDIV mail deposit box for this service is located in NAVFAC's mail room with mail pickup and delivery at approximately noontime on Tuesday and Thursday.



The "National Capital Regional Department of the Navy Mail and Messenger Service" is the most efficient, fastest and least expensive way to send material and letters between Washington area naval activities. It should be used in the following manner...

ONE: U. S. Government Messenger Envelopes shall be used for local Navy interagency mail. They are easy to address, reusable and have a quicker delivery time. They also eliminate the potential of paying postage on a letter envelope unnecessarily if used by mistake.

TWO: The address on a U. S. Government Messenger Envelope must have the identification number/stop number, address code, room number and name.

THREE: The Washington area naval activities identification numbers/stop numbers to be used are listed below.

Adelphi	34	Marine Barracks	22
Annapolis	32	Mail & Messenger Serv	25
Arlington Nat Cemetery	44	Marine Corps Inst	45
Arlington Annex Marine	03	Mechanicsburg	39
Arlington Annex Navy	03	NAF Andrews	18
Ballston Towers	10	NASIF Bldg	12
Bethesda (NMC-NCR)	30	National Center (NC 1)	09
Cafritz Bldg 1211 Fern	41	National Center (NC 2-4)	07
Cafritz Bldg 1411 Fern	42	Naval Station	21
Cameron Station	13	Naval Observatory	31
Carderock (DTNSRDC)	29	NAVSTA Anacostia	20
Ctr for Naval Analyses	48	Navy Internal Rel Act	49
Cheltenham Station	17	Patuxent River	35
Crystal Gateway North	08	Pentagon	01
Crystal Mall (CM 2 to 4)	05	Quantico	19
Crystal Plaza (CP 5&6)	06	Research Lab	15
Dahlgren	36	Security Station	26
Eads Street (NCRDNMMS)	25	Skyline	46
Hoffman Complex	14	Suitland (NIC)	16
Hyattsville	38	Suitland (NISC)	47
Fort Meade	33	Tamol Bldg (MSC)	28
Potomac Annex	27	Telecommunication Com	43
Indianhead	37	White Oak (NSWC)	24
Jefferson Plaza (1&2)	04	Wolfe Bldg	23

Standard white envelopes (4 1/4" x 9 1/2") are the most economical way to send routine mail and should be used to the maximum extent possible. Five sheets of folded paper will cost 29¢ whereas the same five sheets in a flat brown envelope (8 1/2" x 11 1/2") costs 52¢.



Padded envelopes (commonly called "jiffy bags") should not be used unless required for extra protection of the contents. A large empty jiffy bag weighs 6.5 ounces and costs \$1.67 for First-Class.

Post cards are printed mailing cards for the transmission of messages. They may not be smaller than 3 1/2" x 5" nor larger than 4 1/4" x 6". They must be rectangular in shape, and made of an unfolded or uncreased piece of paper/card stock. The thickness must be uniform and not less than .007 of an inch thick. Cost of mailing a post card is 19¢.

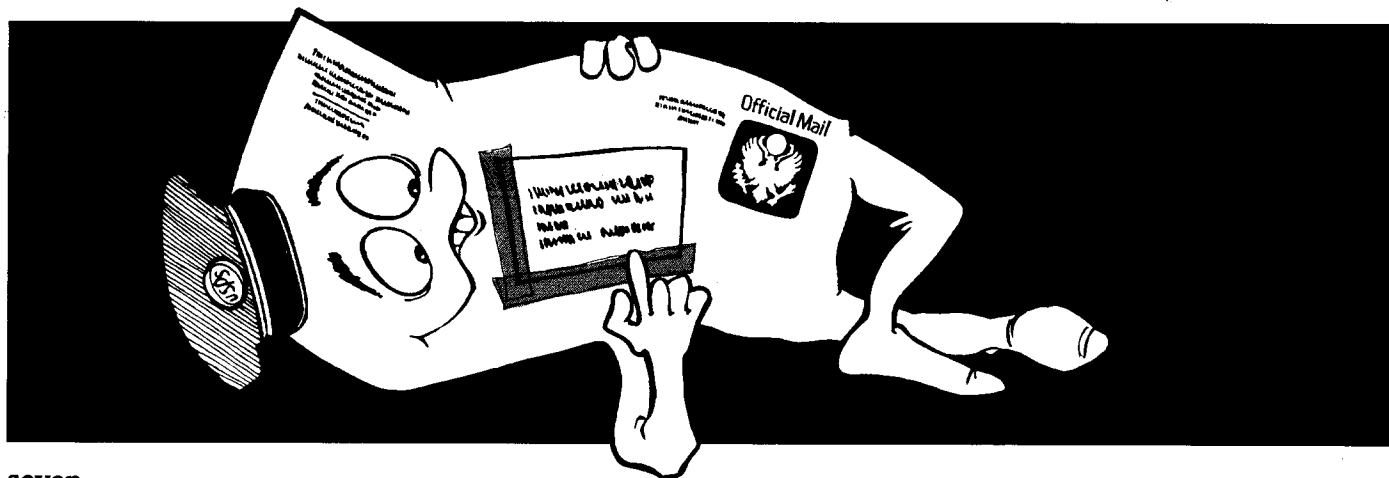
Sealing Requirements



Ensure that envelopes containing outgoing mail are properly sealed. Do not use either cellophane or masking tape to seal envelopes or packages. These types of tapes will not withstand processing and handling by USPS. The Domestic Mail Manual (DMM) states that "pressure-sensitive filament reinforced tape or reinforced paper tape is recommended for closure and reinforcement".



Cellophane tape should not be used on the four sides of address labels on envelopes or boxes. To prevent loss of labels during mail processing, moisten the adhesive backing and use the cellophane tape for reinforcement **ONLY ON THE LEFT AND BOTTOM SIDES OF THE LABEL**. Do not use cellophane tape on the top right side of the label where the meter tape must overlap the label.



Addressing Mail

Make sure mailing address is correct.

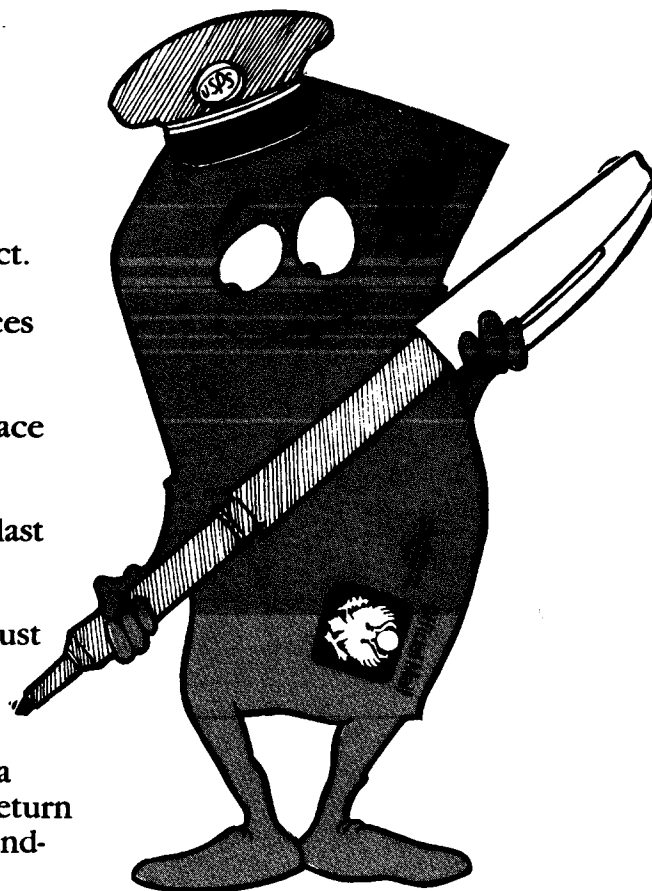
Use of office code or symbol reduces mail handling time.

When using the "attention line", place it on the top line of the address.

Place city, state and ZIP + 4 in the last line of the address.

A return address is required and must include your agency, office code and ZIP + 4 number.

Official DoD envelopes must have a printed return address on them. Return addresses cannot be stamped or hand-written.



Business Reply Mail (BRM) envelopes may be used when a return response is required from a non-government agency that is not required by law to respond. Business Reply Mail envelopes are stocked in NAVFAC's mail room. Pre-printed on these envelopes are NAVFAC's address and the words, "Postage will be paid by the Department of the Navy".

Tips for Cost Savings

Whenever possible, official mail preparation procedures and processing shall be integrated to ensure optimum use of personnel, equipment and postage cost reduction practices.

When mailing five sheets or less of bond paper, you should use letter-size envelopes.

Large mailings of manuals, pamphlets and other items weighing over four ounces should be mailed third-class, special fourth-class rate, bulk rate or bound printed matter rate.

Consolidate mailings to common addresses. If mailing several items to one address, it is cheaper to use one envelope. Check with your mail room for activities serviced by consolidated mailing.

Check with your mail room for activities or agencies that provide courier service.

If you need evidence that something was mailed, use a Certificate of Mailing.

As a cost savings, use presorted mail for larger mailings. Presorted mail shall be in numerical ZIP Code order with the sequence starting from the lowest to the highest number.

Ensure maximum use of available postal discounts for Presorted mail, special fourth-class and third-class bulk rate mail. See mail room personnel for guidance.

Encourage originators of publications for distribution to reduce mailing weight by printing on both sides of the paper, selecting the lightest weight paper practicable and making use of all available printing space.

Encourage use of alternatives to paper copy mailings, such as electronic transfer "E Mail". "E Mail" is dependent upon individual NAVFAC code computer capabilities.

Ensure all mailings to any single addressee on the same day are consolidated into one mailing whenever possible.

Purge and correct mailing lists at least quarterly to eliminate unnecessary mailings.

Maintain liaison with NAVFAC's mail room to ensure that your mailing is the most advantageous & cost effective to the command.

For additional information and guidance, please contact the
Mail and Message Operations Branch, Room 12S17
Roy H. Sexton
Mail Management Specialist

What will happen
if the item is **NOT** mailed
???

What will happen
if the item is mailed
less frequently
???

